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	Project Operations  RECREATION OPERATIONS AND MAINTENANCE POLICIES	
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DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

ER 1130-2-550  
Change 1

Regulation  
No. 1130-2-550

1 October 1999

Project Operations  
RECREATION OPERATIONS AND MAINTENANCE POLICIES


1. This Change 1 to ER 1130-2-550, 15 Nov 96, provides guidance for the administration and management of the USACE Recreation Management Support Program.

2. Substitute the attached pages as shown below:

Chapter	Remove page	Insert page
Table of Contents	iii	iii
15		15-1 and 15-2

3. File this change sheet in front of the publication for reference purposes.

FOR THE COMMANDER:

  
RUSSELL L. FUHRMAN  
Major General, USA  
Chief of Staff

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
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ER 1130-2-550  
Change 2

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1 March 2002

Project Operations  
RECREATION OPERATIONS AND MAINTENANCE POLICIES

1. This Change 2 to ER 1130-2-550, 15 Nov 96, provides guidance for the Natural Resources Management Uniform Program.
2. Substitute the attached pages as shown below:

Chapter	Remove pages	Insert pages
8	8-1 through 8-4	8-1 through 8-4

3. File this change sheet in front of the publication for reference purposes.

FOR THE COMMANDER:



ROBERT CREAR  
Colonel, Corps of Engineers  
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Project Operations  
RECREATION OPERATIONS AND MAINTENANCE POLICIES

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This regulation supersedes ER 70-2-7, dated 1 April 1981; ER 1130-2-401, dated 15 February 1991; ER 1130-2-404, dated 2 July 1985; ER 1130-2-405, dated 17 January 1974; ER 1130-2-411, dated 15 November 1977; ER 1130-2-414, dated 30 December 1983; ER 1130-2-418, dated 1 February 1984; ER 1130-2-420, dated 1 November 1992; ER 1130-2-428, dated 30 September 1983; ER 1130-2-430, dated 30 August 1984; ER 1130-2-435, dated 30 December 1987; ER 1130-2-442, dated 1 October 1991; and Engineer Circular (EC) 1130-2-204, dated 15 February 1995.

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## CHAPTER 1 - INTRODUCTION

1-1. Purpose. This regulation establishes the policy for the management of recreation programs and activities, and for the operation and maintenance of U.S. Army Corps of Engineers (USACE) recreation facilities and related structures, at civil works water resource projects.

1-2. Applicability. This regulation applies to all USACE commands having responsibility for civil works functions.

1-3. References. See Appendix A.

1-4. Glossary.

a. Interpretive Services. Communication and education processes provided to internal and external audiences, which support the accomplishment of Corps missions, tell the Corps story, and reveal the meanings of, and relationships between, natural, cultural, and created environments and their features.

b. Outreach Activities. Communication efforts involving programs that reach diverse populations such as students, teachers, organized groups such as Boy Scouts, Girl Scouts, 4-H, and the general public, beyond the physical boundaries of Corps projects and facilities.

## CHAPTER 2 - RECREATION MANAGEMENT

2-1. Purpose. This chapter establishes the policy for the administration and management of USACE recreation programs and facilities at civil works water resource projects.

2-2. Policy. It is the policy of the Corps of Engineers:

a. That programs and activities related to outdoor recreation will have as their design base:

(1) the following mission statement:

"The Army Corps of Engineers is the steward of the lands and waters at Corps water resources projects. Its Natural Resources Management Mission is to manage and conserve those natural resources, consistent with ecosystem management principles, while providing quality public outdoor recreation experiences to serve the needs of present and future generations.

In all aspects of natural and cultural resources management, the Corps promotes awareness of environmental values and adheres to sound environmental stewardship, protection, compliance and restoration practices.

The Corps manages for long-term public access to, and use of, the natural resources in cooperation with other Federal, State, and local agencies as well as the private sector.

The Corps integrates the management of diverse natural resource components such as fish, wildlife, forests, wetlands, grasslands, soil, air, and water with the provision of public recreation opportunities. The Corps conserves natural resources and provides public recreation opportunities that contribute to the quality of American life."

(2) and, the following program objectives:

(a) To provide a quality outdoor recreation experience which includes an accessible, safe and healthful environment for a diverse population,

(b) To increase the level of self-sufficiency for the Corps recreation program,

(c) To provide outdoor recreation opportunities on Corps of Engineers administered land and water on a sustained basis, and

(d) To optimize the use of leveraged resources to maintain and provide quality public experiences at Corps water resources projects.

b. To accomplish the program objectives, the Corps manages land and water resources in cooperation with other Federal, state and local agencies, quasi-public organizations and the private sector supplemented by volunteers, contributions and challenge cost sharing programs.

c. Project master plan and operational management plans will be prepared in accordance with Chapter 3 of this regulation.

d. Outdoor Recreation. Public use of project lands and water shall be on a first-come,



first-served basis. However, reservations may be accepted for the use of public use facilities.

(1) The Corps or another public agency may provide and administer facilities for use by the camping public. Campgrounds may also be provided and/or administered by commercial concessions. Camping shall be permitted only in those areas designated by district commander and such activity shall be in accordance with 36 Code of Federal Regulation (CFR) Part 327.

(2) Camping at one or more Corps operated campsites at any one water resource project for a period longer than 14 days during any 30-consecutive-day period is prohibited without the written permission of the District Commander or his/her designee.

(3) Fees for Corps-owned equipment, property, and facilities shall be in accordance with Chapter 9 of this regulation.

(4) Existing beaches and concentrated swimming areas operated by the Corps shall be maintained in a physically safe and efficient manner in accordance with Engineer Manual (EM) 1110-1-400, including maintaining appropriate gradient, beach nourishment, adequate buoys, proper signing and water quality monitoring.

e. Natural Resources Management Program Staff. A multi-disciplinary resource based approach to project personnel hiring should be used which insures that a wide range of technical expertise is present to effectively manage the full range of natural and human resources found at the project. Personnel having expertise in areas such as forestry, wildlife management, recreation management, fisheries management, parks management, landscape architecture, biology, soil, science, interpretation, visitor assistance and contract administration are often needed. Specific guidance on personnel specifications, training, and development are contained in EP 690-2-2 "Career Development Guide for Natural Resources Management Team Members."

(1) The mobility of natural resource management personnel greatly enhances the experience base of both the organization and the individual. The use of temporary mobility assignments for training and development to other offices, districts, divisions or headquarters should be maximized.

(2) In accordance with PL 98-63, volunteers may also be utilized to supplement project personnel. (See Chapter 10 of ER 1130-2-500, The Corps of Engineers Volunteer Program.)

(3) In-house training, including HQUSACE sponsored courses, shall be conducted on subjects directly related to the Natural Resources Management Program.

f. The enforcement of 36 CFR 327 cannot be contracted but must be conducted by qualified government employees.

g. Alcoholic Beverages.

(1) The sale of alcoholic beverages on Corps projects by lessees is permitted only in accordance with state and local laws. Facilities (e.g., resort type developments) which traditionally provide the sale of alcoholic beverages may do so where they are served in conjunction with other services within the establishment. Facilities with the primary purpose of selling alcoholic beverages are prohibited.

(2) District Commanders have the authorization under 36 CFR Chapter III, Part 327.13 (Title 36) to prohibit the possession or use of alcohol at selected areas on projects within their jurisdiction. To determine the need for such restrictions, periodic joint natural resource management and security assessments will be conducted at all water resources development projects, with an annual visitation of 20,000 visitor hours or more, regarding the need to ban alcohol consumption/possession on project-administered lands and waters. Commander will insure that initial assessments are completed by 30 May 1997. Additional assessments will be conducted as appropriate.

h. Cigarette Sales to Minors. Public Law 104-52 required the removal of cigarette vending machines accessible by minors from all Federal buildings and lands. This requirement applies to all Corps real estate and includes all property owned, leased or rented. All cigarette vending machines owned or operated by the government, private organizations, other elements of the Army, or their contractors are to be removed.

i. Gambling on Corps Projects. Gambling on all leased premises, including state sponsored lotteries, shall be prohibited. District commanders may permit nonprofit organizations to conduct some games of chance, such as raffles, games or sporting events, under special use permits in conjunction with special events on Corps lands only if permissible by state and local laws and regulations.

j. Public Involvement. Operations element and project personnel shall coordinate activities with the district Public Affairs office in order to maximize the use of all means to keep the public informed of Corps outdoor recreation programs and opportunities for public involvement.

k. Signs. Project signs shall conform to EP 310-1-6a and b, U.S. Army Corps of Engineers Sign Standards Manual.

l. Memorial Plaques. Memorial plaques may be provided at all projects where considered appropriate by the operations project manager.

m. Coordination. The operations element shall seek full coordination with appropriate Corps elements in the planning, design, construction, administration, and management of all projects, including those managed by other agencies. Cooperation and continuous coordination shall be maintained with other governmental agencies having collateral interests in parks, recreation, natural resources, law enforcement, and other matters which are of concern in proper management of the project.

n. Lifeguards. Lifeguard services are not provided at public use areas administered by the Corps. Planning and safety regulations, however, do require proper signing and notification to the public regarding water safety, lack of lifeguards and safety equipment. Lifeguard services may be provided by other agencies at outgranted swimming areas.

o. Safety. During work planning and management, provisions of EM 385-1-1, Safety and Health Requirements Manual, and engineer regulations in the 385 series will be applied to all activities except outgrant activities and disposals of timber.

(1) The Operations Project Manager will appoint a member of the project staff to serve as the project safety officer.

(2) Project personnel will promote, develop, and maintain public interest in recreation safety through the establishment of water safety councils or by participation in other local water safety educational opportunities.

(3) Commercial telephone for emergency use will be provided in public use areas where feasible.

(4) Adequate security lights will be provided at all Corps managed boat launching ramps when the lights are available at a reasonable cost. In areas where electrical service is not readily available, reflective type sign/markers will be installed and maintained to identify ramp locations. Battery or solar generated lights are also an alternative.

(5) Unattended Corps managed day-use areas will be closed at night, if such a restriction on public access is considered necessary by the responsible Operations Project Manager to provide adequate visitor safety and resource protection. Prior to any such closure, consideration will be given to alternatives that accommodate the continued authorized use of the facilities while providing the necessary levels of safety and protection. Users of those facilities will be fully informed concerning the details of any closure, and wherever appropriate, will be provided opportunities to input into such decisions.

p. Search, Rescue and Recovery. Search, rescue and recovery activities are properly performed by local and state authorities. Corps personnel will assist as funds/personnel permit. Coordination with local authorities is essential.

q. Boundary Surveys and Marking. (See Chapter 2, paragraph 2-2h (1)-(4) of ER 1130-2-540)

r. Outgranting of Lands. (See Chapter 2, paragraph 2-2f of ER 1130-2-540 and ER 405-1-12)

s. Areas Relinquished by Non-Federal Interests. All leased recreation areas returned to the Corps, that do not qualify for the exceptions to policy in Appendix B, will be closed. In situations where recreation areas are returned to the Corps, three basic considerations should be observed: Paramount is that the Corps must honor its obligations and legal commitments; secondly, the Corps must objectively evaluate alternatives based on existing authorities and available resources; and thirdly, good faith and credibility with the public and our non-Federal partners must be maintained.

t. Human Habitation. (See Chapter 2, paragraph 2-2(f)(7) of ER 1130-2-540)

u. Private Exclusive Use. (See Chapter 2, paragraph 2-2(f)(8) of ER 1130-2-540)

v. Fire Protection. As authorized in Title 42, USC, Section 1856a., the Corps may enter into reciprocal agreements with responsible fire organizations for fire protection of Corps properties. Such agreements will include a waiver of all claims for compensation for any losses, damage, personal injury or death resulting from the performance of the agreement. The agreement may also provide for the reimbursement for any or all costs incurred in furnishing fire protection on Corps lands. The authority to approve these agreements is delegated to the district commander.

w. Control or Access. Roads which are not maintained, outgranted or used by the Corps, or are not dedicated as public roads by a governmental entity, should be closed, obliterated and revegetated to blend with the natural environment.

## CHAPTER 3 - PROJECT MASTER PLANS AND OPERATIONAL MANAGEMENT PLANS

3-1. Purpose. This chapter establishes the policy for the preparation of master plans and operational management plans for USACE civil works projects.

3-2. Policy. It is the policy of the Corps of Engineers that:

a. Master Plans (MP) and Operational Management Plans (OMP) be developed and implemented for each USACE civil works project and are intended to work in tandem.

b. Master plans shall be developed and kept current for all civil works projects and other fee owned lands for which the Corps has administrative responsibility for management. Preparation of the master plan shall be initiated as soon as possible after approval of the general design memorandum (GDM), so that approved recreation and other feature developments shall become available as the project becomes operational. Lands may be exempted from this requirement with the MSC Commander's approval, where there is no demonstrated need or opportunity to manage them.

c. Master plans and operational management plans should take Tier II, III, and IV performance measures into account when the plans are developed and/or revised.

d. Master plans shall be prepared for projects not managed by the Corps of Engineers, such as local protection projects, at the discretion of the MSC Commander.

e. The master plan shall cover a single project or several projects, depending on what is best for management of the resources involved. For example, it is appropriate to lump a number of navigation projects (i.e., navigational structures), located in a given geographic region into a single master plan to address issues such as outgrants, public use, and appropriate use of fee lands. Each MSC shall coordinate with their respective districts on the scope, content, and organization of each master plan. The master plan shall cover all resources, including but not limited to fish and wildlife, vegetation, cultural, aesthetic, interpretive, recreational, mineral, commercial, and outgranted lands, easements, and water.

f. Interdisciplinary master plan teams, appointed by district team leaders, shall identify information needs and means for obtaining resources, study costs, schedules, tasks, and responsibilities. The interdisciplinary team shall include Corps district and project representatives of various disciplines, depending upon the resources involved.

g. Master plans shall focus on three primary components: (1) regional and ecosystem needs, (2) project resource capabilities and suitabilities, and (3) expressed public interests and desires. See Chapter 3 of EP 1130-2-550 for specific guidance on the format and content of a master plan. The master plan will ensure that environmental mandates and considerations are incorporated. The master plan shall ensure that economy and quality shall be given equal attention in the development of new recreation facilities.

h. District commanders shall be responsible for approving master plans, supplements and updates which meet the criteria listed in Chapter 3 of EP 1130-2-550. District commanders shall be responsible for ensuring that master plans are completed for all projects. Each master plan shall be reviewed on a periodic basis, such as five years, and shall be revised as required.

i. Based on an approved MP, projects shall develop and implement an OMP to achieve the objectives outlined in the MP. See Chapter 3 of EP 1130-2-550 for specific guidance on the format and content of an OMP.

j. Project personnel shall develop and fully implement project OMP, in accordance with the approved project MP. The OMP will be approved by the District Commander.

(1) Objectives and implementation plans shall be established for each area of emphasis: Natural Resources Management and Park Management. During development and revision of OMPs, emphasis shall be given to achieving environmental mandates and other environmental considerations of a national, regional or ecosystem nature. Emphasis shall also be given to achieving economy in planning, designing, constructing, and managing recreational facilities. Specific guidance on the OMP preparation and implementation processes is provided in Chapter 3 of EP 1130-2-550.

(2) The OMP shall be updated annually at the project level. Costs for annual update of the Project OMP will be included in the project's budget as a baseline item.

## CHAPTER 4 - INTERPRETIVE SERVICES AND OUTREACH PROGRAM

4-1. Purpose. This chapter establishes the policy for the operation of the USACE Interpretive Services and Outreach Program (ISOP) at civil works water resource projects.

4-2. Policy. It is the policy of the Corps of Engineers that:

a. An Interpretive Services and Outreach Program (ISOP) shall be implemented at each Corps-operated project. The type and magnitude of this program shall be determined by the District Commander and shall be commensurate with the type and size of the project, project visitation, funding, and personnel resources. In addition, all ISOP efforts shall provide for universal accessibility where practical. All activities under this program shall be designed to accomplish one or more of the following goals:

- (1) Achieve management objectives using interpretive techniques.
- (2) Provide environmental education to foster voluntary stewardship of natural, cultural, and created resources.
- (3) Incorporate Corps civil works and military missions and accomplishments into interpretive programming.
- (4) Improve visitor and employee safety using interpretive techniques.
- (5) Use outreach to accomplish ISOP goals, including interpreting Corps missions, promoting stewardship, saving lives, and solving management problems. The interpretive process should also encourage interest in math and science, including career interest.
- (6) Enhance the visitors' experience and enjoyment by anticipating their needs and providing interpretive resources to meet those needs.

b. Districts shall be responsible for the administration and management of the Interpretive Services and Outreach Program. Project offices shall be responsible for implementation of the ISOP program. Each MSC and district office shall designate an ISOP coordinator. The district coordinator shall act as a liaison among all district team members involved with interpretation and outreach, and field projects. The primary responsibility of the coordinator shall be to assure that implementation of the ISOP is consistent with this regulation. Additional guidance is located in EP 1130-2- 550, and EP 1130-2-434, Volumes 1-5, JS (Job Standards), DI (Database Instructions), FS (Chittenden Award Fact Sheet).

c. Each project shall designate a point of contact (POC) whose function is to implement the ISOP at the local level. Each field project shall develop an interpretive prospectus for inclusion in the Operational Management Plan to be used as a planning document in implementation of the ISOP.

d. Projects are encouraged to use a variety of staffing sources in conducting the ISOP. This includes permanent and temporary rangers, support staff, summer aids, volunteers (see Chapter 10 of ER 1130-2-500), contractors, cooperating associations (see Chapter 9 of ER 1130-2-500), and others. See also Chapter 4 of this regulation for additional guidance on the

implementation of the ISOP at Corps visitor centers.

e. Projects shall be encouraged to make use of static communication techniques such as interpretive signs, publications, and self-guided tours where personal communication is not possible or practical.

f. Quality training in interpretation shall be made available to rangers, managers, district and division office team members, and others who have job responsibilities related to the interpretive program. All personnel with interpretive duties, including permanent, temporary, and seasonal employees as well as volunteers, should receive appropriate training. Key training and career development issues related to this topic are addressed in EP 690-2-2, Career Development Guide for Civil Works Natural Resources Management Team Members. In addition, eligible personnel shall be encouraged to investigate the applicability of the following methods of training to their individual work requirements:

(1) Formal interpretive services training. This includes Proponent Sponsored Engineers Corps Training (PROSPECT) courses, college courses and other courses as appropriate. Functional training is available through other related PROSPECT courses developed by Public Affairs, Information Management and others.

(2) Training by professional organizations. Professional organizations offer a variety of training opportunities in interpretation and environmental education.

(3) Local training. Local training may be carried out in a variety of ways. It may be implemented by offering periodical refresher courses/training sessions on topics of interest to sharpen skills, exchange and/or update information, or by entering into training partnerships with other agencies. These forms of training are especially recommended when, for reasons of cost-effectiveness, it is not feasible to procure more costly formal training.

g. The efforts of exemplary interpreters shall be recognized through the Chief of Engineers Hiram M. Chittenden Award for Interpretive Excellence.

h. Each project shall evaluate its ISOP on an annual basis to assure consistency with this regulation.

i. Limited upward reporting will be included in the Natural Resource Management System (NRMS).



## CHAPTER 5 - VISITOR CENTER PROGRAM

5-1. Purpose. This chapter establishes the policy governing planning, development, management, and operation of USACE Visitor Center facilities at civil works water resource projects.

5-2. Policy. It is the policy of the Corps of Engineers to plan, develop, manage and operate Visitor Centers at water resource development projects in accordance with the following criteria:

a. The Corps of Engineers is responsible for providing information to the visiting public at every project it operates through a Type A Regional Visitor Center, a Type B Project Visitor Center, or a Type C Visitor Information Facility.

b. The interpretive objectives of Visitor Centers are to:

(1) Enhance the public's understanding of the multidimensional role of the Army and the Corps and their contributions to the Nation.

(2) Enhance the public's understanding of the purpose and operation of the project, its archeological, historic, man-made, natural, and cultural features.

(3) Develop public appreciation for the proper and safe use of project resources.

(4) Foster the spirit of personal stewardship of public lands.

(5) Orient the visitor to the project and its recreational opportunities.

(6) Aid project personnel in accomplishing management objectives.

(7) Reduce overall project operation and maintenance costs.

c. Visitor facilities must fall into one of the following categories:

(1) Type A Visitor Center. Construction of Type A Regional Visitor Centers is no longer authorized. Specific legislation is the only way a new Type A Visitor Center can be built. However, a Type B Visitor Center can be redesignated as a Type A Visitor Center with authorization by HQUSACE (CECW-ON) provided it meets the existing criteria. A Type A Visitor Center is intended to serve as a regional facility. It provides information encompassing a large geographic area such as a river basin, state, or other designated area of concern. It tells the story of the Corps from the national to the local level and the mission of the local project. It provides information on the socioeconomic development of the area, events of archeological, historical, cultural, and natural importance in the area, and other items of interest. Information shall be made available to visitors concerning rules and regulations, safety, facilities, and other recreation projects in the area. This type of facility is called a "Regional Visitor Center."

(2) Type B Visitor Center. Construction of Type B Project Visitor Centers are limited to those projects where the Corps is committed to construction through legislation, memorandum of understanding or cost sharing agreements. This type of Visitor Center, established by the MSC Commander, presents information on the project area. This can include specifics on Corps

history, the project, natural and cultural resources, and local history. In addition, information on rules and regulations, safety, facilities and project recreation opportunities should be available to visitors. This type of center is similar to the Type A Visitor Center except that its scope is local in nature. This type of facility is called a "Project Visitor Center."

(3) Type C Visitor Center. Construction of Type C Visitor Information Centers is limited to the placement of exhibits in existing buildings, or in new or rehabilitated administration buildings for which construction has been budgeted. Justification for these buildings shall be based on administrative need. Information facilities of this type are usually incorporated into existing buildings. Type C Visitor Centers shall be staffed during regular office hours, as needed, incidental to other work. They dispense information, publications and maps which assist visitors in understanding, locating, and safely using and enjoying project facilities. Displays and presentations, as space permits, cover such topics as project purpose, visitor safety, history, and natural resources. This type of facility is called a "Visitor Information Center."

(4) Projects Without Visitor Centers. If a project does not have any of these facilities available, an area shall be designated to make Corps project, regulatory, safety, and other informative materials available to the public.

d. Visitor centers and support facilities (access roads, parking, etc.) are restricted to fee lands. Acquisition of additional lands to accommodate Visitor Centers, or their support facilities is not authorized. The Master Plan (MP) or the Supplement (if necessary) shall address visitor center facilities and program requirements in general terms, including information on future construction, rehabilitation, and the interpretive prospectus.

e. Specific operating guidelines for individual visitor centers are left to the discretion of the Operations Project Manager and District staff. In addition to regular paid staff or contract services, Operations Project Managers should make full use of volunteers and cooperating associations.

f. All visitor centers and exhibits shall be reviewed for relevancy, accuracy, timeliness, and safety at least once every five years by a district level review team. The review team shall be interdisciplinary, consisting of one representative from each of the following office elements: public affairs, natural resource management, information management, engineering, safety, security and history (if available).

g. The Operations Project Manager and/or District should foster cooperation with Federal, state and local agencies, non-profit educational, or other interest groups and individuals in order to facilitate the operation of visitor centers. In addition, Visitor Center Managers may consider the development and use of Cooperative Agreements. These Agreements are between nonprofit, tax-exempt corporations established for educational, scientific and/or interpretive purposes and the Corps, acting through the District Commander.

h. Development and funding procedures for renovations, rehabilitations, new equipment, and brochures must follow those established by the District and MSC, and by HQUSACE where applicable (annual budget EC).

i. Operation. It is imperative that Visitor Centers be operational during periods of heaviest visitation and accommodate large groups. All Type A and B Visitor Centers will have

adequate staff to ensure that they are operational during these periods. Specific operating guidelines for individual visitor Centers are properly left to the discretion of the Project Manager and District staff.

(1) Permanent Personnel. It is the District's responsibility to ensure that adequate FTEs are authorized for proper operation of Regional and Project Visitor Centers. If FTEs are not available, districts should consider the use of contract personnel. Regional Visitor Centers will be staffed at a minimum with one full-time permanent position. This employee will hold the primary responsibility for operation of the facility.

(2) Contract Services. If adequate staffing cannot be maintained through permanent and seasonal personnel, districts are authorized to contract for these services with O&M funds. Control or ownership of Visitor Center facilities or contents will not be conveyed to an operating contractor. Visitor Center design and planning remain a Corps responsibility in contract operated facilities, as do management decisions such as those regarding hours and days of operation, specific operation guidelines, and visitor center objectives. Should the Corps contract for the operation of a Visitor Center, it is the Corps' responsibility to provide adequate training for contract personnel on the Corps history, operational procedures, and interpretive materials in the center.

(3) Volunteer Services. Individual or group volunteers may be used to staff Corps Visitor Centers if adequate Corps staffing is not available. However, the Corps must provide adequate training and supervision to ensure quality service to the visiting public.

j. Public Food Service facilities, including beverage, candy, and cigarette machines will not be provided by the government or be accessible to the public.

## CHAPTER 6 - VISITOR ASSISTANCE PROGRAM

6-1. Purpose. This chapter establishes the policy for providing assistance to visitors at USACE civil works water resource projects, under the provisions of Section 234 of the Flood Control Act of 1970, PL 91-611 (84 Stat. 1818).

6-2. Policy. It is the policy of the Corps of Engineers that:

a. MSC and District commanders are delegated authority to implement the citation authority regulatory provisions at civil works installations set forth in PL 91-611. The District Commander is responsible for ensuring adequate order and discipline and protection of resources at Corps projects.

b. The protection of facilities or the enforcement of rules shall always be secondary to the safety of Corps personnel, contract employees and visitors. Operations Project Managers, Resource Managers and rangers shall strive to be visible to the public, primarily to help and assist them, and secondarily, to enforce 36 CFR Chapter III, Part 327 (Title 36). In no case shall this enforcement portray an aggressive law enforcement image.

c. In the acquisition of land at civil works installations, the Corps of Engineers obtains proprietary interests only. Individual states and their political subdivisions retain the statutory authority and inherent responsibility to enforce state and local laws. State and local agencies establish, regulate and enforce all state and local laws. The role of the ranger is defined as a regulation enforcer with full citation authority of Title 36. Available use of force options includes visual presence, verbal persuasion/detention and unarmed self defense.

d. The authority of resource managers and park rangers is limited to the enforcement of rules and regulations as designated in Title 36 and does not extend to arrest authority or the enforcement of state and local laws, including game laws. This authority is applicable to:

(1) all water areas of any water resource development project administered by the Chief of Engineers, without regard to ownership of underlying land;

(2) all lands owned in fee by the Federal Government; and

(3) all facilities of any such water resource development project.

e. Operations Project Managers, resource managers, and rangers are employed as natural resource, recreation, environmental, and public relations specialists and are not law enforcement officers.

(1) They cannot arrest, search or seize individuals or their property in the course of these duties. A resource manager or ranger may request visitors to stop but cannot physically detain them.

(2) Corps employees are prohibited from carrying, transporting or using weapons, mace, stunguns, nightsticks, or other similar equipment normally associated with law enforcement.

(3) The use of light bars, radar guns, speed detectors and chasing vehicles or using hot pursuit techniques against alleged violators, on or off Corps property, is prohibited.

f. The use of Title 36 citation authority shall be considered one of many tools for use in management of water resource development projects. The lowest level of enforcement shall be used to resolve a problem. Maximum use of oral and written warnings shall be made for minor infractions. Employees with citation authority shall, in order of priority, attempt to resolve the problem by oral warning, written warning, collateral forfeiture citation, and mandatory appearance citation. Normal citation procedures are provided in EP 1130-2-550. Alternative management techniques in addition to the issuance of citations should be considered in the implementation of the Visitor Assistance Program. A list of alternative management techniques which have proven effective at reducing visitor problems is also provided in Chapter 6 of EP 1130-2-550.

g. All Natural Resource Management program staff shall receive training in accordance with Chapter 6 of EP 1130-2-550 and EP 690-2-2, Career Development Guide for Civil Works Natural Resources Management Team Members. Operational Project Managers are responsible for ensuring that permanent, seasonal and temporary rangers with visitor assistance responsibilities receive the prescribed training. Temporary employees who perform visitor assistance duties and enforce Title 36 should receive the same Visitor Assistance training provided to permanent and seasonal rangers with similar duties. All permanent personnel with resource manager and ranger duties shall normally have citation authority. Authorized personnel shall be issued ENG Form 5036-R, Certificate of Authority to Issue Citations, in accordance with Chapter 6 of EP 1130-2-550. Citation authority may be granted to selected temporary personnel with ranger duties who have a minimum one season's experience. No individual shall be given authority to issue citation or written warnings without completion of the required training. Corps personnel who violate the policies of this regulation or abuse their authority shall, at a minimum, have their citation authority suspended.

h. It is a Federal criminal offense to forcibly assault, resist, oppose, impede, intimidate, interfere with, attempt to kill or kill any civilian official or employee of the Army Corps of Engineers assigned to perform investigations, inspections, law or regulatory enforcement functions, or field-level real estate functions while in the performance of his/her official duties (18 USC 11 and 1114.) Procedures to follow in the event of an assault are identified in Chapter 6 of EP 1130-2-550.

i. Cooperative law enforcement agreements, as prescribed in Chapter 7 of this regulation, shall be used to the maximum extent practical. Maximum use of local law enforcement services, within resource limitations, shall be made at areas which have a history of excessive violations and during those periods when rangers are not readily available.

j. Corps personnel, while on duty, shall not be deputized by law enforcement agencies. Corps personnel who are deputized or commissioned by any law enforcement agency may not perform the duties of that office on or off civil works installations during duty hours or while wearing the Corps uniform. Corps personnel are also prohibited from performing the duties of a deputized or commissioned law enforcement officer on civil works installations during their off-duty hours. Requests for exceptions to this policy, with justification, must be submitted by the MSC Construction/Operations element to HQUSACE (CECW-ON) for approval prior to granting permission.

k. Personnel performing duties associated with the visitor assistance program will wear the complete uniform as prescribed in Chapter 8 including the Park Ranger badge, if citation authority has been granted. A citation authority identification card (ENG Form 4710) or a

reduced copy of ENG Form 5036-R, Certificate of Authority to Issue Citations, will be carried while on duty by all persons with designated citation authority. Division commanders will requisition badges from HQUSACE (CECW-ON). Personnel who issue citations while out of uniform will be considered to be working within the scope of their duties, regardless of their on-duty or off-duty status at the time. Any enforcement action taken out of uniform will be reported to the immediate supervisor within 24 hours.

l. Vehicle, radio, and equipment requirements shall be in accordance with Chapter 6 of EP 1130-2-550.

m. A public information program, implemented by the Project Manager, shall be maintained to notify and ensure public understanding and support of the visitor assistance program. Title 36 shall be posted on appropriate bulletin boards at civil works installations, and made available to the public. News releases, interpretive programs, school outreach programs, and other information systems shall be utilized to inform and educate the public of significant changes in rules and regulations, including project restrictions. As part of the Operational Management Plan, each project shall outline a plan of action regarding public relations as a continuation of communications with the public.

n. Preventive vaccination for blood-borne pathogens, as detailed in Chapter 6 of EP 1130-2-550, is a condition of employment for park rangers and other personnel with visitor assistance responsibilities.

## CHAPTER 7 - COOPERATIVE AGREEMENTS FOR LAW ENFORCEMENT SERVICES AT CIVIL WORKS WATER RESOURCE PROJECTS

7-1. Purpose. This chapter establishes the policy for the implementation and management of cooperative agreements for increased law enforcement services at USACE civil works water resource projects.

7-2. Policy. In accordance with Section 120, PL 94-587, (90 Stat. 2917), Water Resources Development Act (WRDA) of 1976, as amended by PL 96-536, (94 Stat. 3166), it is the policy of the Corps of Engineers that:

a. District commanders are delegated the authority to contract and/or enter into cooperative agreements with states and their political subdivisions to obtain increased law enforcement services at civil works water resource projects to meet needs during peak visitation periods and to augment the citation authorities granted to the Corps under 36 CFR Chapter III, Part 327 (Title 36). Specific guidance on the establishment of these agreements and the reporting thereof is provided in Chapter 7 of EP 1130-2-550.

b. In addition to the enforcement of state or local laws, Cooperative Agreements for law enforcement services may be used for other related activities such as, but not restricted to, patrols in remote areas, serving bench warrants, fee collection and other services as determined by the Operations Project Manager. The activities included in an agreement depend on what can be negotiated with the law enforcement agency. In no case will agreements include the provision of water safety patrols or the enforcement of state boating laws.

c. Cooperative agreements for increased law enforcement shall be for those projects, or portions of projects, that are operated and maintained by the Corps, and shall be executed in order to supplement Corps staff in performing certain law enforcement activities as defined by the Visitor Assistance Program, per Chapter 6 of this regulation and PL 95-224, (92 Stat. 3), Federal Grant and Cooperative Agreement Act of 1977. Law enforcement services shall not be provided under this program to those outgrant areas operated and maintained by a non-Federal sponsor.

d. In order to provide reimbursement for law enforcement services supplied by a state or local enforcement agency, a cooperative agreement, in conformance with the law enforcement cooperative agreement format specified in Chapter 7 of EP 1130-2-550, shall be executed and approved by the District Commander prior to the provision of such services. Once the agreement is signed, it shall be the Operations Project Manager's responsibility to ensure that the services are administered, managed, and inspected in the same manner and to the same level of quality as any other service-type contract.

e. Cooperative agreements shall be consummated only with those public law enforcement agencies legally empowered to enforce state and local criminal and civil laws on the projects for which increased law enforcement is being sought. Non-Federal law enforcement personnel employed to fulfill the conditions of cooperative agreements for increased law enforcement shall meet all the qualifications, including minimal law enforcement training, required by state and local laws and regulations.

f. The cooperator shall provide personnel, equipment and supplies which are required to

provide the increased law enforcement services agreed upon with the Corps. The Corps shall not reimburse the cooperator for the purchase of any equipment or supplies desired by the cooperator for use under this program. However, the Corps shall reimburse the cooperator for the reasonable costs incurred in the rental or use of such equipment which is allocated to the work performed under the agreement. Such costs may include: (1) a depreciation or use allowance for such equipment as determined by the service life evaluation system used by the cooperator, and (2) the costs of necessary maintenance and repair of the property which neither adds to its permanent value nor appreciably prolongs its intended life, but keeps it in efficient operating condition.

g. State and local law enforcement agencies generally have the same authorities and law enforcement responsibilities on lands administered by the Corps as they do elsewhere in their respective jurisdictions. Because of this, requests by a District Commander, or authorized representatives of the commander, for emergency or unanticipated law enforcement assistance shall normally be considered nonreimbursable. Corps project management authority in no way diminishes or otherwise limits existing law enforcement responsibilities of the state or local government.

h. Non-Federal law enforcement personnel shall not be given Federal citation authority for enforcement of regulations contained in Title 36. Enforcement of Title 36 regulations shall remain the responsibility of the Corps.

i. Funding requests for law enforcement agreements shall be included as part of the O&M budget submittal for each fiscal year. HQUSACE (CECW-ON) shall issue MSC funding authority ceilings annually. Section 120(b) of PL 94-587, as amended, authorizes a maximum appropriation of \$10,000,000 per fiscal year for cooperative agreements for increased law enforcement.

j. Fiscal year data will be compiled and entered into the Natural Resource Management System (NRMS) as defined in Chapter 12 of EP 1130-2-550.



## CHAPTER 8 - UNIFORMS FOR NATURAL RESOURCES MANAGEMENT PROGRAM STAFF

8-1. Purpose. This chapter establishes the policy on uniforms for Natural Resources Management (NRM) personnel, and authorizes an initial uniform allowance and replacement allowances for personnel required to wear the uniform. Uniforms for NRM Maintenance Personnel and Lake Contract Maintenance Inspectors are specified in Chapter 14 of this regulation. This Chapter supersedes the 15 November 1996 edition of ER 1130-2-550, Chapter 8 and Appendices J, K and L.

### 8-2. Policy.

a. The following NRM personnel are authorized to wear the uniform and shall wear the prescribed uniform components on a daily basis when performing NRM duties:

- (1) Park Rangers
- (2) Park Aides, visitor center staff and guides.
- (3) Park/Resource/Lake Managers (unless authorized to wear appropriate civilian attire by the Chief, Operations Division).

b. The following NRM personnel are also authorized to wear the uniform:

(1) NRM specialists including but not limited to: foresters, fishery and wildlife biologists, outdoor recreation planners, environmental compliance coordinators and landscape architects working at water resource projects.

(2) District Office NRM staff as determined by the Chief, Operations Division.

(3) Administrative personnel at water resource projects who perform receptionist duties as determined by the Chief, Operations Division.

(4) Operations Managers who have citation authority and are performing NRM duties, as determined by the Chief, Operations Division.

c. Volunteers, contractors or Corps of Engineers personnel assigned to positions not included in the above list are not authorized to wear, and shall be prohibited from wearing all or any portion of the uniform.

d. Temporary personnel shall be provided the class of uniform (B, C, D) that is appropriate for their primary work assignment.

e. Uniform classes shall be designated B, C, and D in accordance with the following descriptions. See EP 1130-2-550, Chapter 8 for complete description of all uniform components and wear requirements for each uniform class. All Corps of Engineers NRM uniform items, badges, insignia, and patches are for official use, and only by persons authorized to wear the uniform. Personnel requiring or wanting a method to identify themselves as Corps of Engineers employees, and who are not authorized to wear the

uniform may obtain a Corps of Engineers nameplate through the uniform contractor by local purchasing procedures.

(1) Class B - Duty Uniform. The Class B Duty Uniform is the prescribed daily uniform to be worn by authorized NRM personnel as identified in paragraph 8-2a and 2b. The Duty Uniform is divided into the following four categories: Daily Wear, Formal Wear, Ceremonies and Court, Maternity.

(2) Class C - Work Uniform. The Class C Work Uniform may be worn by NRM personnel at field office areas, only during special work situations, which are approved in advance on a case-by-case basis by the Park/Resource/Lake Manager. This uniform shall not be worn when meeting the public is the principal duty assignment. It is not to be considered as the daily uniform.

(3) Class D - Special Use Uniform. The Class D Special Use Uniform may be worn by NRM personnel at field areas only when engaged in the following specific work situations: boat patrol, beach patrol, bicycle patrol, and beach/boat interpretive programs, which are approved in advance on a case-by-case basis by the Park/Resource/Lake Manager.

f. Uniform procurement shall be by means of a centralized uniform distribution contract which provides a single source of uniform supply. The uniform supply contract shall be reviewed annually and updated as necessary by Headquarters, Natural Resource Management Branch (CECW-ON). Detailed guidelines on uniform procurement, accounting and other administrative requirements are contained in EP 1130-2-550, Chapter 8.

g. Uniforms shall be supplied through a credit allowance system managed by the centralized uniform distribution contractor. The allowance may or may not be sufficient to defray all uniform costs. Supervisors may require that personnel procure additional official uniform items from the approved supplier at their own expense. Initial and replacement allowances shall be provided in accordance with the provisions of PL 98-63, as amended.

h. Personnel authorized to wear the NRM uniform under this regulation are prohibited from wearing uniform components from other uniform programs, including the Operations and Maintenance Uniform Program as prescribed in Chapter 14 of this regulation. Outdated NRM uniform items are also prohibited. As uniform items are replaced, personnel will be notified by Headquarters, Natural Resource Management Branch (CECW-ON) when the replaced items are no longer authorized for wear.

i. Certain items of apparel such as shoes and safety equipment are not furnished or covered by uniform allowances. The field office, either through local purchase or District office central procurement, will provide those individuals authorized to wear the uniform with the following approved items or services as needed for the performance of their duties:

(1) Black, plain toe, polished, safety dress shoes or boots (suitable for both office and all weather field applications).

(2) Black, plain toe, all weather safety work boots for wear with Class C uniforms.

(3) Black deck/athletic shoes suitable for wear with Class B, C and D uniforms while on boat, beach, or bicycle patrol.

- (4) Black or white bicycle helmets for wear during bicycle patrol.
  - (5) High-visibility orange vests (snap-on, tie-on, etc.).
  - (6) U.S. Coast Guard approved flotation coat and/or life vests, high visibility orange color.
  - (7) Belt type key holder.
  - (8) Badge holder.
  - (9) Personal Protective Equipment (hard hats, ear protection, work gloves, etc.)
  - (10) Alterations of uniforms as deemed necessary by the supervisor and only when the employee has been unable to obtain a properly fitted uniform from the uniform supplier.
- j. New personnel who are required to wear the prescribed uniform shall obtain, or be furnished, the necessary uniform items as soon as practical after entering on duty. Applicants who are applying for a uniformed position shall be made aware of the uniform requirements prior to hiring.
- k. Uniformed individuals are responsible for their professional appearance and shall wear the uniform in a manner that commands respect for both themselves and the Corps of Engineers. Supervisory personnel are responsible for the enforcement of appearance standards as prescribed in this regulation and in EP 1130-2-550, Chapter 8. Wearing the uniform in accordance with these standards is a condition of employment, and shall be included as an element in the uniformed employee's Total Army Performance Evaluation System (TAPES) individual performance standards. The supervisor's enforcement responsibilities and personal uniformed appearance shall be included as evaluation elements on his or her TAPES performance standards.
- (1) Exceeding the element can be accomplished by consistently wearing the uniform in compliance with the regulation, and/or going beyond the standard. Examples of exceeding the standard include: regularly ironing and/or starching the uniform, consistently having polished shoes and wearing proper uniform components, and consistently presenting a professional uniformed ranger image.
- (2) Meeting the element can be accomplished by regularly wearing the uniform in compliance with the regulation. All items are worn correctly and in the appropriate situations. Examples of meeting the standard include: occasionally having unpolished shoes, wrinkled shirts, and/or trousers without creases.
- (3) Needs Improvement would result when the employee is often out of compliance with the uniform regulation. Examples include: Mixing of the different classes of uniforms (i.e. wearing the baseball cap with the duty uniform when not on boat patrol), failing to wear a tie with the long sleeve shirt when in formal situations and/or often having unpolished shoes, wrinkled or shabby uniforms.
- (4) Failing the element would result when the employee is regularly out of compliance with the uniform regulation. Examples include: wearing unauthorized items with the uniform, wearing Class C or D uniforms on a daily basis, consistently wearing torn, soiled or shabby uniform components.

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l. The badge will be centrally procured and transferred from CECW-ON to each Major Subordinate Command/Division (MSC) and Division NRM office. Major Subordinate Commands and District offices shall maintain property records to assure the accountability of all assigned and unassigned badges. Individuals who are transferred to other positions outside of the MSC/District, or no longer have citation authority, shall return their badges to the issuing office. Badges that become unduly tarnished or scratched may, within local procurement procedures, be taken to a local vendor for refinishing. The cost of this service will be charged to the project.

m. The National Uniform Committee of the NRM Program shall function as an advisory committee. The committee shall provide field input and program recommendations to CECW-ON, submit draft regulation changes, and revise contract specifications.

(1) Each CONUS MSC (Continental United States Major Support Command) shall be represented on the committee. A mixture of MSC, District and Project personnel is required. Meetings shall be called on an as-needed basis. The committee members shall serve for a period of time determined by mutual agreement between the chairman and CECW-ON or for a period of six years. Replacement shall be on a rotational basis to avoid a large turnover of membership at any one time. The uniform committee chairman shall forward all nominations to CECW-ON for consideration and approval. The committee chairman shall serve for an indefinite period, with the length of duty to be determined by mutual agreement between the chairman and CECW-ON.

(2) Substitutions or deviations from the uniform specifications prescribed in EP 1130-2-550, Chapter 8 require prior approval of CECW-ON. Natural Resource Management personnel may recommend program changes, regulatory changes, specific substitutions or new uniform items to the District Uniform Coordinator. District Uniform Coordinators shall forward all appropriate comments to the division uniform committee representative for consideration at the next scheduled uniform committee meeting. After proper review, the proposal may be forwarded to CECW-ON for consideration.

## CHAPTER 9 - RECREATION USE FEES

9-1. Purpose. This chapter establishes the Recreation Use Fee Program at civil works water resource projects.

9-2. Policy. It is the policy of the Corps of Engineers that fees shall be charged for the use of specialized recreation sites, facilities and services which are provided by the Corps.

a. No fee will be charged for entrance to any Corps operated area.

b. 16 USC 4601 provides that users of specialized sites, facilities, equipment, or services provided at Federal expense shall be assessed fair and equitable fees, with consideration for the following:

(1) Direct and indirect amount of Federal expenditure.

(2) Benefit to the recipient.

(3) Public policy or interest served.

(4) Comparability with recreation fees charged by other Federal and non-Federal public agencies and the private sector within the service area of the management unit at which the fee is charged.

(5) Economic and administrative feasibility of fee collection.

(6) Other pertinent factors.

c. The district commander will provide the established schedule of use fees to the MSC no later than (NLT) 30 December each year. In order to assure consistency and sound business practices, the MSC Commander shall establish a procedure for periodic review/audit of the districts' establishment of fee schedules.

d. Fees charged shall be based upon distinguishable differences between Corps facilities and those facilities provided by other Federal agencies, non-Federal agencies, and the private sector in the same service area. Specific guidance and criteria for researching and evaluating fees at other local recreation sites, for evaluating and determining fees for Corps sites, and for approving, reviewing, and auditing annual district fee schedules is found in EP 1130-2-550.

(1) Single user unit campsites shall be available on a first-come, first-served basis unless a HQUSACE-approved reservation system is in use. Group camp areas may be reserved.

(2) Campground Use Fees. A fee shall be charged for single user unit campsites and group camp areas. Additional fees may be charged to visitors to registered campers.

(a) Variable pricing of fee campsites within a single campground shall be permitted in accordance with Chapter 9 of EP 1130-2-550, based on documented differences in the quality or desirability of certain sites due to location or campsite amenities. Variable pricing for camping use shall also be permitted based on time differences, such as different days of the week or

different seasons.

(b) A charge for electrical hookups shall be included in the camping fee, regardless of whether the electricity is used or not. The charge shall be determined using the considerations given in Chapter 9 of EP 1130-2-550. No free electrical service shall be provided.

(c) Visitors to registered campers in fee campgrounds may be charged user fees for use of the specialized facilities. If charged, the fee shall not exceed 50 percent of the single user unit campsite fee.

(d) Using a comparison of all components necessary, the Project Manager shall determine the carrying capacity, either in numbers of persons or numbers of vehicles, for each campsite under his/her management. Except in unusual circumstances, this carrying capacity shall not be exceeded.

(e) The permit provided on payment of a camping fee shall entitle the holders, only on the dates covered by the camping permit, to use a designated campsite and related support and recreation facilities within the boundaries of the camp area where the designated campsite is located. It will also entitle the holder to use any or all other day use facilities without paying additional user fees at the same project, on any day for which the permit is valid.

(3) Day Use Fees. Fees will be charged for the use of Corps operated day use facilities which meet the requirements described below.

(a) Fees will be charged for the use of certain boat launching ramps and designated, developed swimming beaches in Corps operated day use recreation areas. Fees will not be charged for drinking water, wayside exhibits, roads, scenic drives, overlook sites, picnic tables, toilet facilities, surface water areas, undeveloped or lightly developed shoreland, or general visitor information. Day user fees will not be charged for the use of visitor centers.

(b) Day user fees will be charged only where there is reasonable expectation that revenues will significantly exceed costs of collection, to include implementation costs. Estimates of annual revenue from a fee facility must exceed annual estimated cost to collect by 10% or \$3,000, whichever is greater. The cost to collect includes (a) direct, on-project costs incurred for fee collection and remittance and (b) needed implementation costs amortized over the design life of the improvements. The estimate should be reviewed periodically by MSC commanders to assist in determining appropriate adjustments to the project fee collection program.

(c) In no case will the total day user fee collected be more than \$3.00 per vehicle per day.

(d) Boat Launch Ramp User Fee. A day user fee of \$2.00 will be charged to use a boat launch ramp in a Corps operated day use recreation area, provided that the net revenue test in paragraph 9-2d(3)(b) is met.

- The fee will be charged at recreation areas having a boat ramp and one or more of the following facilities: restrooms, picnicking facilities, swimming facilities, or other developed recreation facilities. The boat launch fee will not be charged at boat ramps located in recreation areas which are exclusively campgrounds and reserved exclusively for the use of campers, or in recreation areas which provide only a boat ramp and courtesy dock.

- Payment of this fee entitles the user to launch a boat at any Corps operated recreation area at any Corps project on that day, except at boat ramps located within a fee campground and reserved exclusively for the use of campers.

(e) **Swimming Beach User Fee.** A day user fee of \$1.00 per person, whether walk-in or in a vehicle, up to \$3.00 per vehicle, will be charged for the use of a designated, developed swimming beach in a Corps operated day use recreation area, provided that the net revenue test in paragraph 9-2d(3)(b) is met.

- The swimming beach fee will be charged at Corps operated, designated, developed swimming beaches, with the exception of swimming beaches located in recreation areas which are exclusively campgrounds and reserved exclusively for the use of campers. A designated, developed swimming beach is properly signed, buoyed and delineated in accordance with established design and safety requirements contained in EM 1110-1-400, and may have one or more of the following attendant facilities: restrooms, change houses, picnicking facilities, or other developed recreation facilities.

- Payment of this fee entitles the user to use any developed beach at any Corps operated recreation area at any Corps project on that day, with the exception of swimming beaches located within fee campgrounds and reserved exclusively for the use of campers.

(f) **Daily User Fee Exclusivity.** The daily boat launch ramp and swimming beach user fees are mutually exclusive. Payment of a daily boat launch ramp user fee does not permit swimming at a designated beach, and vice versa. In no case will the total day user fee collected be more than \$3.00 per vehicle per day.

(g) **Annual Day User Fee Pass.** An annual pass may be purchased for \$25.00, which permits the holder and all accompanying passengers in the vehicle to use any or all boat launch ramps and/or designated, developed swimming beaches at any Corps operated recreation area at any Corps project for that calendar year, except at facilities located within a fee campground and reserved exclusively for the use of campers. The annual pass is a decal, which is affixed to the back of the interior rear view mirror. On vehicles having no interior rear view mirror, the decal may be affixed at an alternate location, such as the left front bumper, the back of the left exterior rear view mirror, or the left front windshield, if permitted by the state Department of Motor Vehicles.

(h) **Duplicate Annual Day User Fee Pass.** An additional annual pass may be purchased for a reduced fee of \$5.00 for a second family vehicle. Only one duplicate pass may be purchased at the \$5.00 fee for each full price annual pass purchased. The decal will be identified at the time of purchase as a duplicate by punching a hole in the box marked "D".

(i) **Annual Pass Replacement.** Annual passes removed from vehicles which have been sold or destroyed will be replaced at no charge if the original pass is returned. In the absence of a returned pass, the full fee will be charged for a new annual pass. Passes lost due to vehicle theft will be replaced at no cost if proof of theft, such as police report or insurance document is provided.

(j) **Native American Indian Tribes.** The District Commander may waive user fees for boat launching or swimming beaches for Native American Indian Tribal members, consistent with rights reserved to the Tribes under the law.

(k) Children. No day user fee charge will be made for children under 12 years of age.

(l) Specialized Facility Reservations and Special Events. The charging of a day user fee at a recreation area does not preclude the charging of a fee for the reservation of a specialized facility or for a special event within the area. Neither does the charging of a fee for the reservation of a specialized facility or special event preclude the collecting of the established day user fee for the recreation area. Operations Project managers should consider local situations when determining fee applicability.

(4) Special Facility Permit Fees. A fee may be charged for the reservation of specialized recreation facilities (e.g., group picnic shelters, multipurpose courts, amphitheaters, athletic complexes, etc.).

(5) Special Event Permit Fee. A fee may be charged for each special event permit. The minimum fee shall be \$25. A special event fee above \$25 may be authorized by the Division Commander and shall be determined using the considerations given in paragraph 9-2d(3)(b). Activities for which special event permits may be required include, but are not limited to, water carnivals, boat regattas, music festivals, fishing tournaments and dramatic presentations.

(a) Special Event Permits shall include the HQUSACE prohibition relating to discrimination (see Chapter 9 of EP 1130-2-550 for text). Requests for special events permits citing "special circumstances" for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. When considered appropriate by the Operations Project Manager, determinations on these permit requests shall be made by the District Commander or higher authority.

(b) Specific procedures for issuing Special Event Permits are included in Chapter 9 of EP 1130-2-550.

e. District commanders shall assess seasonal visitation patterns of individual fee areas to determine the period during which a fee program shall be in effect. It is anticipated that fees shall be charged at some areas throughout the summer months, while at other areas fees shall be collected throughout the year.

(1) All areas designated as recreation use fee areas shall be marked with appropriate signs that provide necessary instructions to users of the area with regard to collection of fees. The official U.S. Fee Area symbol shall be displayed at the entrance to designated "use fee areas."

(2) Fee collection, storage, and accounting, as well as the physical security and transmittal of funds, shall be conducted in accordance with the procedures found in Chapter 9 of EP 1130-2-550 and ER 37-2-10. Districts shall permit recreation user fees to be directly transmitted to serving finance and accounting (F&A) offices by contract gate attendants, if adequate control and protection of funds is provided and contracts reflect this procedure. Districts shall provide for the acceptance of credit cards for fee collection whenever feasible.

f. Golden Age and Golden Access Passports. The Corps of Engineers is authorized to issue Golden Age and Golden Access Passports.

(1) Lifetime Golden Age Passports are available for an initial issuance fee of \$10.00 to



all United States citizens and permanent residents 62 years of age and older. Deteriorated cards will be replaced free of charge provided the old card is returned in exchange. Replacement of lost cards will require payment of the issuance fee.

(2) Free Golden Access Passports are available to blind or permanently disabled (for purposes of receiving benefits under Federal law) United States citizens or permanent residents in compliance with procedures established by the Secretary of the Interior.

(3) Golden Age or Golden Access Passport shall entitle the permittee and any person accompanying him/her in a single, private, non-commercial vehicle (or alternately, the permittee and his/her spouse, children, and parents where entry to the area is by any means other than a private, non-commercial vehicle) to a rate of 50 percent of the established use fees such as swimming, boat launching and camping, including the charge for electrical hookups. This 50 percent reduction is also applicable to use fees assessed Golden Age or Golden Access Passport holders who are visitors of registered campers. The reduction does not apply to group use fees unless all members of a group have such passports. The reduction does not apply to fees charged by lease holders or concessionaires.

(4) One original and one duplicate annual day use pass decal may be purchased by each Golden Age/Golden Access Passport holder. The decals will be identified at the time of purchase as a Passport discounted by punching a hole in the box marked "G".

(5) Golden Age and Golden Access Passports shall be made available to the public at all projects where use fees are charged. Projects without fee areas and districts or division offices may also issue these passports. Both passports are available to Corps offices from the USACE Publications Depot. The Corps does not issue or honor Golden Eagle Passports.

(6) The offices that issue Golden Age Passports and Golden Access Passports shall maintain a form recording the recipient's name, document used as evidence of eligibility (drivers license, fishing license, disability card, etc.), Golden Age or Golden Access Passport number, the issuing official, and the date of issue. ENG Form 4468-R, Golden Age Passport Record (shown in EP 1130-2-550), shall be used to record this data and will serve as a record of accountability for the passports issued. Information recorded on ENG Form 4468-R shall be maintained for one year and then may be discarded. In accordance with the Privacy Act of 1974, each individual from whom this information is requested must be provided a Privacy Act statement, ENG Form 4468A (shown in EP 1130-2-550).

(7) ENG Form 4840, Golden Age Passport and Golden Access Passport Eligibility Statement, shall be completed for each passport issued. Specific guidance on completing these forms is provided in Chapter 9 of EP 1130-2-550.

g. Refunds for recreation use fees shall only be authorized in cases of emergency. The resource manager/ranger must certify that an emergency condition existed which in his/her opinion justifies the issuance of a refund. No refunds may be made at the project. Refunds may be made by check at the appropriate district office upon presentation, either in person or by mail, of the recreation use fee receipt which has been appropriately marked as eligible for a refund by the Operations Project Manager/Ranger. No credit voucher or refund will be given for day use fees.

h. Persons failing to pay established fees will be subject to citation under 36 CFR

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327.25, Recreation Use Fees.

i. Public Relations. In the interest of informing the public of the user fee program, public relations activities will be conducted to disseminate information regarding this program at least two months before the collection of fees begins. District commanders will notify congressional representatives, as appropriate, of the user fee program in their congressional districts.

j. Security Measures. Managers will comply with Army regulations governing the security and storage of funds, particularly AR 37-103, Disbursing Operations for Finance and Accounting Offices. Options for enhancing the security of personnel handling funds as well as safeguarding funds themselves are found in paragraph 9-9 of EP 1130-2-550.

## CHAPTER 10 - USE OF OFF-ROAD VEHICLES ON CIVIL WORKS PROJECTS

10-1. Purpose. This chapter establishes the policy for off-road vehicles (ORV) operations on USACE civil works project lands.

10-2. Policy. It is the policy of the Corps of Engineers that:

a. All lands and waters of civil works water resource projects administered by the Chief of Engineers shall be closed to recreational and commercial off-road vehicle use, except those areas and trails specifically designated for such use by the District Commander in accordance with this regulation and EO 11644. "Off-road vehicles" are any motorized vehicle designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or other natural terrain; except that such term excludes (1) any registered motorboat, (2) any military, fire, ambulance or law enforcement vehicle when used for emergency purposes and (3) any vehicle whose use is authorized by the Chief of Engineers, or his properly designated representative, under a permit, lease, license or contract. ORVs operated for "Official Use" by project personnel and/or contractors performing assigned USACE-project related tasks may utilize areas and trails not designated for ORV use by permission of the District Commander.

b. The environmental impacts of such designation for off-road vehicle use shall be assessed, and an environmental assessment or impact statement, as appropriate, shall be prepared in accordance with the National Environmental Policy Act (NEPA).

c. Action regarding persons who abuse the privilege of using designated areas and trails and operating conditions prescribed for the project under these regulations shall be taken under the citation authority program and in accordance with 36 CFR, Chapter III, Part 327. Cooperative agreements with State or local governments for the enforcement of laws and regulations relating to off-road vehicle use shall be entered into where appropriate.

10-3. Responsibilities. District commanders shall:

a. Establish appropriate procedures for evaluating, assessing and designating areas and trails where off-road vehicle use shall, and shall not, be permitted on project lands under their respective jurisdiction. Such designation shall be made utilizing, but not limited to, relevant Corps and other Federal and state guidelines and criteria.

b. Incorporate areas or trails which are designated for off-road use into the project master plans. Supplements to the Master Plan shall be prepared when final designations are made and promptly submitted for approval.

c. Establish procedures to provide the opportunity for full participation by the general public, off-road vehicle user groups, conservation organizations, and other interested public in the selection, designation, and uses of project lands for off-road vehicle use.

d. If necessary, establish additional operating conditions or rules consistent with 36 CFR, Chapter III, specifically for each project, which could include items such as opening and closing dates of areas and trails, daily opening and closing times, and areas which may have unique conditions or hazards.

## CHAPTER 11 - REGULATION OF SEAPLANE OPERATIONS ON CIVIL WORKS WATER RESOURCE DEVELOPMENT PROJECTS

11-1. Purpose. This chapter establishes the policy for seaplane operations at civil works water resource projects.

11-2. Policy. It is the policy of the Corps of Engineers that:

a. Seaplane operations may be prohibited or restricted at water resource projects, or portions thereof. Prohibiting or restricting seaplane operations in certain portions within a project in no way implies that safety hazards to seaplane operations or to other recreation users may not exist in other portions of such project.

b. The operation of a seaplane at Corps projects is at the risk of the plane's owner, operator, and passenger(s). The responsibility to ascertain whether seaplane operations are permitted, prohibited or restricted at such projects, and portions thereof, is incumbent upon the person(s) contemplating the use of, or using, such waters.

c. The decision to permit operation of a seaplane on any part of a Corps water resource project shall take all safety, environmental, regulatory, and aesthetic aspects into consideration. Consultation with appropriate other Federal, state, and local agencies, including the Federal Aviation Administration (FAA), and local citizens groups shall be conducted during the decision-making process.

d. All operations of the Aircraft while upon the water shall be in accordance with the marine rules of the road for power boats or vessels.

e. No commercial operation of seaplanes from project waters will be allowed without written approval of the District Commander following consultation with and the necessary clearance from the FAA and other appropriate public authorities and affected interests.

f. If seaplane operations are permitted, the Operations Project Manager shall be responsible for ensuring that appropriate procedures are developed in accordance with Chapter 11 of EP 1130-2-550 and implemented at the project. These procedures shall be developed to ensure the safe operations of seaplanes within specific designated project areas.

## CHAPTER 12 - NATURAL RESOURCE MANAGEMENT SYSTEM

12-1. Purpose. This chapter establishes the policy for the Natural Resource Management System (NRMS), which is a system designed for collecting and analyzing annual USACE recreation facility and natural resource management information.

12-2. Policy. It is the policy of the Corps of Engineers that:

a. An electronic database of project-based natural resource and recreation management data shall be operated and maintained by CECW-ON. This database shall be referred to as the Natural Resource Management System.

b. Each project having an annual visitation of 20,000 visitor hours of use or more shall submit the NRMS data to CECW-ON annually. Specific data descriptions and requirements, as well as guidance on the content, format, and reporting schedules for NRMS data, is provided in Chapter 12 of EP 1130-2-550.

c. The updated NRMS database shall annually be made available to FOAs, and to other official users upon request.

d. Adding new recreation areas, splitting exiting recreation areas into multiple areas, combining multiple recreation areas into one area, deleting a recreation area or changing the name of a recreation area requires MSC-approval with justification prior to incorporating the change into the NRMS. A copy of the MSC approved request and justification will be forwarded to HQUSACE and a second copy forwarded to the national database manager (NDBM) as notification. The district office will assign all new NRMS area numbers.

## CHAPTER 13 - RECREATION USE SURVEYS

13-1. Purpose. This chapter establishes the policy on the conduct of recreation use surveys at civil works water resource projects.

13-2. Policy. It is the policy of the Corps of Engineers that:

a. Recreation use surveys shall be conducted at water resource projects in order to maintain and report accurate visitation and public use information.

b. Recreation use surveys shall be funded, conducted, and analyzed in accordance with Chapter 13 of EP 1130-2-550.

## CHAPTER 14 - NATURAL RESOURCE MANAGEMENT MAINTENANCE UNIFORMS

14-1. Purpose. This chapter establishes the policy on uniforms for Natural Resources Management (NRM) Lake Maintenance Personnel and Lake Maintenance Contract Inspectors, and authorizes an initial uniform allowance and subsequent replacement allowances to maintenance personnel required to wear the uniforms.

14-2. Policy. It is the policy of the Corps of Engineers that:

a. Supplying maintenance uniforms is optional at the MSC and district level. However, MSCs and districts that elect to supply maintenance uniforms must furnish the standard uniform identified herein to all projects within a participating district.

b. A standard uniform shall be used for Corps Lake Maintenance Personnel and Lake Maintenance Contract Inspectors working at lake/river projects in the NRM element, Operations Division when on duty under any of the following conditions:

- (1) When performing routine or emergency maintenance work.
- (2) When ready identification of maintenance personnel will facilitate the performance of their duties.
- (3) When required to have frequent contact with the public and identification as a Corps employee is desirable.
- (4) Personnel assigned to positions not identified in this paragraph including employees working at the MSC or district levels are prohibited from wearing all or portion of the maintenance uniform.

c. The prescribed uniform is specified in Appendixes T and U (Class B/C Duty/Work Uniforms) and Appendix V (Maternity Uniform) of EP 1130-2-520. Personnel authorized to wear the maintenance uniform under this regulation are prohibited from wearing uniform components from other uniform programs including the Natural Resources Management (Park Manager/Ranger) Uniform, as prescribed in Chapter 8 of this regulation.

d. New maintenance personnel required to wear the prescribed uniform shall obtain, or be furnished, the necessary uniform items as soon as practical after entering on duty. Applicants who are applying for a uniformed position shall be made aware of the uniform requirements prior to hiring. The proper wearing of the uniform shall be a condition of employment and shall be a performance evaluation element for all individuals authorized to wear the uniform. Supervisory personnel shall be responsible for the enforcement of uniform wear standards as prescribed by Chapter 7 of EP 1130-2-520. Individuals shall wear the uniform in a manner that commands respect for both themselves and the Corps of Engineers.

e. Procurement.

(1) Uniforms shall be supplied through a credit allowance system, per Section 164 of Public Law (PL) 98-63. This allowance may or may not be sufficient to defray all uniform-connected costs. District commanders may, at their discretion, require that personnel procure

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additional uniform items from an approved supplier at their own expense. The credit allowance system regulations, current allowance dollar values, and a listing of items covered and not covered by the allowance are documented in Chapter 7 of EP 1130-2-520.

(2) Uniform procurement shall be by means of a centralized uniform distribution contract which provides a single source of uniform supply. The uniform supply contract shall be reviewed annually and updated as necessary by CECW-OD.

(3) Detailed guidelines on uniform procurement and accounting are contained in Chapter 7 of EP 1130-2-520 which includes the prescription of ENG Form 4891 -R, Uniform Allowance, which shall be used to assess and authorize appropriate uniform allowances.

(4) Substitutions or deviations from the uniform specifications prescribed in Chapter 7 of EP 1130-2-520 require prior approval of HQUSACE (CECW-ON) WASH DC 20314-1000. Supervisors and managers may recommend specific substitutions or new uniform items through the district uniform coordinator. After proper review, the proposal may be forwarded to CDR, HQUSACE (CECW-ON) for consideration.

f. MSC Commanders may approve the wearing of uniforms for selected personnel while on duty, and shall have the discretionary authority to:

(1) Determine the specific projects at which personnel will be required to wear the uniform and determine what "class" uniform will be worn by each employee. However, to provide uniformity, all employees in like positions on the same projector site shall be required to wear the same class uniform.

(2) Redelegate this authority to the District Commander.

g. Nothing in this chapter shall be interpreted as overriding applicable Federal, state, and local safety regulations. When there is any question, the safety regulation shall take precedent. Safety shoes, high visibility vests, life jackets, hard hats, and other safety and protective gear are not provided as part of the uniform program. These items are to be provided and worn as stipulated in Engineer Manual (EM) 385-1-1, Safety and Health Requirements Manual, and other applicable regulations.

FOR THE COMMANDER:

2 Appendixes  
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OTIS WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff



## CHAPTER 15 - RECREATION MANAGEMENT SUPPORT PROGRAM

15- 1. Purpose. This chapter establishes policy for the administration and management of the USACE Recreation Management Support Program (RMSP).

15-2. Policy. It is the policy of the Corps of Engineers that:

a. The RMSP shall provide a mechanism for identifying CE national recreation program priorities and address those priorities through valid research, management support, and technical information transfer.

b. The RMSP is designed to provide support for recreation issues or initiatives that have a broad applicability to many Corps Civil Works projects. Reimbursable work is not within the scope of the RMSP. However, issues or initiatives that are limited in applicability can be addressed on a reimbursable basis with funding provided by the local project. The three basic components of the RMSP are:

(1) Management Studies. Management studies are generally long-term activities (greater than or equal to one year) and of regional or national significance.

(2) Management Assistance. Management assistance may be a short-term study (less than one year) or may be on-going assistance in managing a recreation component (e.g., the National Recreation Reservation Service).

(3) Information Exchange. Information exchange includes not only technology transfer but also the distribution of research results to bring about program enhancement.

c. An eighteen member Recreation Leadership Advisory Team (Team) shall be established to provide oversight of the RMSP. Voting members of the Team will consist of representatives from MSC (8), District (4) and Project (4) offices. Two non-voting members will represent HQUSACE and the US Army Engineer Research and Development Center (ERDC). The Team will evaluate all proposals for funding within the RMSP and will recommend funding priorities to HQUSACE (CECW-ON). The Team will meet semi-annually during each fiscal year, preferably during the months of October and April. HQUSACE and ERDC will participate in all team meetings. Specific information on the duties, organizational composition and nomination process is provided in Chapter 15 of EP 1130-2-550.

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d. The Team will support strategic planning for the CE recreation business program and will serve in an active advisory role to the Chief, Natural Resources Management Branch in HQUSACE.

e. Duties of RMSP Team members will be included as an element in each member's annual performance plan.

f. The RMSP is funded by the O&M General appropriation. HQUSACE will provide conceptual approval (subject to the availability of funds) for all new starts and other program funding adjustments by July of each year. The final approval of the actual work plan will be provided by HQUSACE following the Fall Team Meeting.

g. The ERDC will provide program management support, although studies may be performed by other USACE elements, other agencies, or the private sector.

APPENDIX A  
REFERENCES

- a. PL 88-578, Land and Water Conservation Act of 1965, as amended, (16 USC 4601).
- b. PL 89-72, Federal Water Project Recreation Act of 1965.
- c. PL 91-190, The National Environmental Policy Act (NEPA) of 1969 (42 USC 4321).
- d. PL 91-611, Flood Control Act of 1970, Section 234 (84 Stat. 1833).
- e. PL 94-587, Section 120 (90 Stat. 2917), Water Resources Development Act of 1976, as amended by Public Law 96-536, (94 Stat. 3166).
- f. PL 95-224, (92 Stat. 3), Federal Grant and Cooperative Agreement Act of 1977.
- g. PL 98-63, Section 164 (5 USC 5901), Supplemental Appropriations Act of 1983.
- h. PL 102-580, Water Resources Development Act of 1992, (106 Stat. 4838, 33 USC 2328, Sec. 203 ).
- I. PL 103-66, Omnibus Budget Reconciliation Act of 1993.
- j. EO 11644, "Use of Off-Road Vehicles on the Public Lands," February 8, 1972 (37 FR 2877, February 9, 1973).
- k. 5 CFR, Part 1320.
- l. 36 CFR, Part 71, Recreation Fees.
- m. 36 CFR, Chapter III, Part 327, Rules and Regulations Governing Public Use of Water Resource Development Projects Administered by the Chief of Engineers (38 FR 75520, 23 March 1973).
- n. AR 335-15, Management Information Control System.
- o. Supplement 1 to AR 190-40, Serious Incident Report (SIR), (RCS CSGPA-1340 (R1)).
- p. ER 25-1-90, Visual Information Management.
- q. ER 37-2-10, Accounting and Reporting Civil Works Activities.
- r. ER 190-1-50, Law Enforcement Policy, U.S. Army Corps of Engineers.
- s. ER 360-1-1, Public Affairs.
- t. ER 385-1-1, Safety and Health Requirements Manual.
- u. ER 405-1-12, Real Estate Handbook.

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- v. ER 1110-2-400, Design of Recreation Sites, Areas and Facilities.
- w. ER 1130-2-500, Work Management Policies.
- x. ER 1130-2-520, Navigational Dredging Operations and Maintenance Policies.
- y. ER 1130-2-540, Environmental Stewardship Policies.
- z. ER 1165-2-30, Acceptance and Return of Contributed or Advanced Funds.
- aa EP 310-1-6, Graphics Standards Manual.
- ab. EP 310-1-6a, Corps of Engineers Sign Standards Manual, Vol 1.
- ac. EP 310-1-6b, Corps of Engineers Sign Standards Manual, Vol 2.
- ad. EP 690-2-2, Career Development Guide for Civil Works Natural Resources Management Team Members.
- ae. EP 1130-2-434, Volume 1-5, JS, DI, FS, Interpretive Services and Outreach Program.
- af. EP 1130-2-500, Work Management Procedures.
- ag. EP 1130-2-550, Recreation Operations and Maintenance.
- ah. EM 385-1-1, Safety and Health Requirements Manual.
- ai. EM 1110-1-400, Recreation Planning and Design Criteria.

## APPENDIX B

### MANAGEMENT CONSIDERATIONS FOR RECREATION AREAS RELINQUISHED BY NON-FEDERAL INTERESTS

B-1. Policy. The policy of the Corps is to close leased recreation areas turned back to the Corps.

B-2. Purpose. The guidelines establish procedures and guidance to follow if a leased recreation area is turned back to the Corps. This policy pertains only to those situations when an area is relinquished other than by breach of contract. Legal means will be pursued in breach of contract instances with HQUSACE guidance provided on a case-by-case basis.

B-3. Exceptions to Policy. An exception to the above stated policy may be considered if each of the following criteria is met:

a. An efficient and feasible management alternative can be effected or implemented by Corps.

b. Total Corps O&M responsibilities including both funds and manpower requirements are reduced or prevented from increasing.

B-4. Selection of Course of Action. The MSC Commander may elect a course of action, other than closure, within the policy constraints stated herein.

B-5. General Guidance. Once it is established that a lessee plans to relinquish a recreation area, an analysis of the impacts likely to result from such action must be made. Once all impacts are known and evaluated from the Corps perspective, the results should be discussed with the lessee, preferably before its contemplated action is formally taken. Following are considerations which should be addressed in the impact analysis:

a. History of use during last five years as compared to design load of area.

b. Analysis of use of the area compared to other project recreation sites.

c. Analysis from both a local and regional perspective of other areas affording visitors similar type of outdoor recreation facilities and experiences within the zone of influence of the project area.

d. The availability of another non-Federal public entity or commercial concessionaire that might assume operation and maintenance under a new lease arrangement.

e. Assuming potential qualified lessees are unattainable, are there alternative actions to complete closure considering available manpower and budget constraints consistent with the above criteria as:

(1) Partial closure.

(2) Reduction of services provided.

(3) Closure or partial closure of other in deference to direct management of the area by the Corps.

(4) Combination of the above

f. Cost and manpower analysis of:

(1) Permanent closure versus current operational status under management.

(2) Permanent closure versus other viable alternative actions considered.

g. The social, economic or environmental impacts that would result if the area were closed or services reduced.

h. Other factors having a direct bearing on the situation.

#### B-6. Procedures.

a. After having identified and analyzed what impacts will be associated with the various courses of action available, the results should be discussed with the lessee. The value of coordinating with the lessee is to make the lessee aware of what consequential action the Corps is contemplating. The lessee should realize that the Corps has no obligation to keep the relinquished area opened. In fact, the Corps may have to close the area due to manpower and funding restrictions.

b. The reason for relinquishment should be determined. If the reason for relinquishment is short term in nature, the lessee should be apprised that any future lease, if desired, would need to be negotiated under the prevailing conditions. Therefore, modified services or partial closure may offer a more favorable alternative than lease terminations in some situations. Those possibilities should be considered to the fullest extent possible. However, there is no authority for granting funds, manpower or equipment to entice the lessee to continue operation and maintenance of the leased area. Corps assistance in this form is precluded from consideration.

c. Information and insights gained through discussions with the lessee should promote understanding and facilitate cooperation in the final plans for subsequent use of the relinquished area. Possible local assistance includes:

(1) Potential influence to assist in obtaining other qualified non-Federal sponsors to lease the area.

(2) Postpone termination to the end of the current recreation season or through the following recreation year. This would allow additional time to cope with the situation and may favorably effect final disposition action.

(3) Development with the Corps of joint strategies to inform the public about the upcoming reduction of services or closure of the area. The importance of mutually supportive positions in such actions should not be overlooked.

d. The necessary details and arrangements for the actual turn back of the leased area also should be discussed by the lessee. Acceptance by the Corps should be in accordance with the

appropriate conditions of the specified lease document unless otherwise waived by the District Commander as being in the best interest of the government.

e. A master plan revision is required only if the approved land use designation for the relinquished site needs changing to accommodate a different land use of the area.

f. All of the potential management options will be considered in finalizing recommendations to the MSC Commander. The necessary environmental documentation, as determined appropriate, will be in accordance with ER 200-2-2. The selected course of action should be that alternative which will afford the greatest public service within the constraints of the MSC Commanders' existing personnel and budget allocations. Such considerations should be realistic.

g. A public relations program should be developed and implemented by the MSCs and districts where recreation area closures are scheduled. The public information program should be designed to insure public understanding of the reasons necessitating such action. Information on alternative areas available for public use should be included. A public relations program is also appropriate when major changes in the operation affecting one or more sites is contemplated.

h. Action taken by a lessee, such as a state, may involve relinquishment of areas affecting more than one district or MSC. In the event such concurrent action by a lessee has been initiated, it is essential that coordination between the affected Corps commands be effected. If it is determined that the situation warrants attention at the Washington level HQUSACE will be available for assistance.

**B-7. HQUSACE Monitoring.** All recreation lease termination actions will be monitored by CECW-ON. Each FOA should report telephonically to CECW-ON once it is verified that a lessee is contemplating termination of its lease. After discussions with the lessee have been completed, a narrative report, even if the area is to be closed, should be forwarded to HQUSACE for information. This report should summarize the analysis of the situation including cost and manpower savings based on the course of action selected by the MSC Commander. Coverage of the coordination discussions held with the lessee should be included. If additional manpower or funds are required to implement the selected course of action, a MSC Commander may assume HQUSACE concurrences with his/her selected course of action if he/she has not heard to the contrary within two weeks after forwarding his/her report, and he/she has insured timely receipt through the appropriate assistant director, Civil Works Directorate. (RCS exempt: AR 335-15, paragraph 5-2c (3)).